

**ES&H COMMITTEE
QUARTERLY MEETING
April 11, 2001
1:00 p.m.– 2:00 p.m.
Minutes**

Present

Weyland Wong
Jim Triplett
Mike Bell
Jeff Cain
Barbara Davis
Bill Edwards
Kam Tung
Paul Barale

Absent

Steve Patterson
Ed Lampo
Lowell Koht
Jim Gregor
Bob Minor
Craig Peters

Guests

Steve Chow
Pat Thomas
Cynthia Turner

Weyland Wong who began by indicating that the Committee will meet quarterly on a minimal basis called the meeting to order at 1:30 p.m. The floor was then passed to Jim Triplett who asked what the difference was between EH&S and ES&H. Weyland informed the Committee that EH&S refers to the Laboratory's Division name/title and ES&H refers to the programs, activities and tasks performed.

There was mention of the several members who do not attend these meetings on a regular basis. Jim said he would be contacting those who are not attending. Barbara will provide Jim with attendance lists for the last few meetings.

Weyland said that department heads would be soliciting representatives for ES&H from each of their groups and he will approach each department head himself. Weyland said that he has tried to solicit new members via email and had not received a positive response.

Jim indicated that if necessary, in his absence, Bill Edwards would be his stand-in. In addition to his displeasure over poor meeting attendance, Jim also expressed his concern over the recordable incidents that are currently at 8 and there is only a threshold of 9 by June 2001.

Weyland reported that a list is maintained of those who have completed required as well as recommended training. As well, when new employees come on board, JHQs need to be completed right away. Weyland invited the members to submit any comments or responses to the SER and the EH&S report that was included in the most recent publication.

Jim mentioned that he had completed the ergonomics assessment via the CD that is available, but said he had not received credit for the process. He asked how is training credit applied and Weyland said that normally there is a contact with a form to submit that ensures proper credit. Barbara said she would make sure that Jim is credited for this particular training.

Jim asked about the wording in the training reports where sessions are “required” vs. “recommended” and expressed that recommended training should possibly be eliminated. Weyland suggested that the Division required training courses could still be maintained internally so credit for those courses could still be obtained.

Mike Bell said that the building manager emergency team met and that the Fire Dept. is putting together training for first aid and CPR. Weyland said that all safety training questions should be reported to Nancy Sallee or to him.

Self-Assessment by Dept.; teams listed, should be 2 self-assessments/yearly or four hours per year to assess safety in Engineering Division spaces and facilities. The Findings Form can be found on the web as well as the specialty group schedule for work assessments that will take place and one was just completed for spaces in 50A and 70A.

The minutes of January 16, 2001 ES&H Quarterly meeting were approved. Quarterly meeting minutes will be maintained and will include action items.

Weyland said that Tom Corona gave unsolicited positive remarks on the excellence of how Engineering is doing in EH&S practices in Building 77.

It was asked if minutes are required at the daily safety meetings held within individual groups. It was suggested that a sign-in sheet be provided and brief notes of topic(s) discussed be documented to show evidence of the meetings taking place.

Kam Tung brought material that informed the committee of what the Division should be doing as a whole to address health and safety issues for each building/area. Every year self-assessment report is completed for the whole Division and this year Weyland will complete one for the Division. Kam submitted handouts that indicate the status of the Division’s performance for each category. Jim said he wanted the 8 recordable incidents to be posted in order to inform and raise awareness of the incidents. As well, the recordable cases for July 1, 2000 to September 1, 2001 (to date) were submitted.

Kam suggested that the summary could be sent to all department heads and Jim suggested it be made more global, to make a statement. Weyland will work with Kam to get the recordable cases posted. It was also requested that recordable cases summary be provided on a monthly basis rather than quarterly. Kam will prepare the summary for all departments for monthly distribution as well as to be posted on our Division ES&H web site.

It was reported that the highest reports of first aid are in Electronics and Design & Fab as well as recordable cases in the same areas. Applied Tech came in third. Kam provided a bar graph of the recordable cases that will be put on the web as well as hung up in each group or department/building. It was suggested that once the reports are posted that they be routinely updated so they stay current, perhaps monthly.

Weyland introduced Paul Barale of the Software department who will be part of the committee.

Meeting was adjourned at 1:50 p.m.

Action Items

1. Barbara to provide the last few attendance lists of previous meetings for Jim's review as well as credit Jim for the ergonomic assessment he has completed.
2. Weyland will approach each department head and request a representative from each group for this ES&H committee.
3. Weyland and Kam will work together to get the recordable cases posted in each department on a monthly and updated basis.
4. Kam will provide a monthly department head distribution of recordable cases to all department heads as well as post on the web.